

## Guilford Parks and Recreation Department

### Online Registration

1. Be sure to obtain your user name and password by calling the Guilford Parks and Recreation Department. If you have your information, please go to #3.
2. If you have NEVER enrolled in a program or purchased a beach pass please click online registration and then having trouble signing in. On this page you will see NEED ACCOUNT. Please fill in information and click submit. Within 2 business days you should receive a username and password via email. You can then proceed to #3.
3. **Once you have logged on to the online system, PLEASE check all of your account and member information to ensure accuracy!!**  
To do this, click my account on the left hand side and then go to change household data (complete) and then change family member data.
4. If you have your brochure: to search an activity, click search on the left hand side, search activity, search by number. Delete the 0 from the white box and put in the 5 digit program code (example: 42111). Do not put in the A1, B1, etc. Make sure to check that the information for the program is accurate.
5. Once you locate the program you would like to register for, click the shopping cart. You will choose the family member to register, etc. Continue to follow step through payment!
6. If you complete the registration process you will receive a confirmation receipt via email. If you do not receive an email, you have not successfully registered for the program.